

CHELFORD NEIGHBOURHOOD PLAN

MINUTES OF MEETING HELD

18th JULY, 2017 at 7:30p.m.

at Chelford Parish Hall, Knutsford Road, Chelford.

Present: Councillors B. Brindley (Chairman), A. Boon, K. Chaudhuri, D. Wilson.
Mr. P. Skelton, Mr. R. Massey, Mr. C. Howlett.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. **APOLOGIES FOR ABSENCE** - Mr. S. Mort, Mr. D. Kent, Mr. M. Jehan.

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

The minutes of the last meeting, held 15th June, 2017, had been previously circulated to all members of the Neighbourhood Plan Steering Group.

07/17/NP Decision a) That the minutes of the meeting held 15th June, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed: Cllr. D. Wilson

Seconded: Cllr. A. Boon

All in favour

4. **FEEDBACK & DIRECTIVE FROM PARISH COUNCIL** -

Councillor D. Wilson reported that the Parish Council had approved the recommendations outlined in the Minutes of the meeting held 15th June, 2017 which included the appointment of Lucy Hughes (Cheshire Community Action) to act as planning support to the group.

5. **UPDATE ON PREPARATION OF PRELIMINARY QUESTIONNAIRE FOR BUSINESSES** -

Mr. P. Skelton reported that an initial draft questionnaire, based upon examples from other parishes, had been prepared and forwarded to Councillor D. Wilson. Further amendments were anticipated in the coming weeks.

6. **UPDATE ON PREPARATION OF A LIST OF BUSINESSES WITHIN THE PARISH** -

Councillor D. Wilson, in consultation with Councillor A. Boon, had prepared a list of businesses within the Parish, however, it was noted that local farmers were not presently included. It was considered that businesses that lie on the parish boundaries should also be included within the list. Further businesses may also be identified during the delivery of resident questionnaires to households.

7. **UPDATE ON PREPARATION OF PRELIMINARY QUESTIONNAIRE FOR RESIDENTS** -

Councillor D. Wilson reported that a draft preliminary questionnaire, based on examples from other parishes, had been circulated to group members. The structure and content of the questionnaire was similar to that used for the preparation of Neighbourhood Plans in other areas. The draft had been reviewed by Lucy Hughes who had identified a number of suggested amendments relating to features (e.g. health care and education) which were not within the scope of the Neighbourhood Plan. The suggested amendments were discussed and it was considered that it may be beneficial to identify where there are perceived deficiencies in community facilities. It was suggested that the statement relating to the Parish Council position regarding Green Belt be removed. Members considered that it may be interesting to seek the views of those individuals who are planning to move into Cricketers Green. The use of coloured questionnaires would allow different sections of the community to be grouped during analysis of responses.

8. **DISTRIBUTION AND COLLECTION OF QUESTIONNAIRES** -

It was considered that it may be possible for the questionnaires to be completed online and in paper format. Paper questionnaires should be delivered to each household with all residents being given the option to complete either as a household or as an individual. Everyone, including young people, should be encouraged to submit their views. Response rates may be improved if a collection service was offered along with drop boxes in local shops. It was considered that it may be more successful to issue the questionnaires in mid-September when residents are less likely to be on holiday. Questionnaires should also be delivered to each business within the parish.

9. **CONSULTATION WITH CHELFORD CE PRIMARY SCHOOL** -

Mr. R. Massey reported that the Governors of Chelford CE Primary School were very interested in supporting the development of the Neighbourhood Plan, however, it was noted that any questionnaires to be completed by the children would need to be short and appropriately levelled. It was noted that there may be opportunity for uniformed groups within the Parish to be involved in gathering views from young people.

10. **QUOTATIONS FOR PRINTING SERVICES** -

Councillor D. Wilson reported that he had not yet secured quotes for printing services.

11. **REVIEW OF PROJECT PLAN** -

CHELFORD NEIGHBOURHOOD PLAN

Mr. L. Gorman was not present at the meeting to explain the updates to the project plan.

12. CALENDAR OF MEETINGS -

It was suggested that it may be helpful to have regular meetings in order to monitor and maintain progress with the project. It was considered appropriate to schedule monthly meetings with the option of additional meetings where necessary. The scheduled meetings will take place during the week prior to the Parish Council meeting.

13. RECOMMENDATIONS TO PARISH COUNCIL -

08/17/NP Decision a) That no further recommendations were required at this time.

14. MEETING ACTIONS -

The following actions were agreed.

- 09/17/NP Decision**
- a) That Mr. R. Massey and Cllr. B. Brindley collate a list of farmers within the Parish.
 - b) That Cllr. D. Wilson ask Lucy Hughes how landowners should be included within the consultation process.
 - c) That Cllr. D. Wilson forward the business questionnaire to the Chairman who will arrange for review by Lucy Hughes.
 - d) That Cllr. D. Wilson circulate the list of businesses to all group members to allow any additional businesses to be identified.
 - e) That Cllr. D. Wilson prepare a draft questionnaire for distribution to future residents of Cricketers Green.
 - f) That Cllr. D. Wilson refer the comments made in respect of the suggested amendments to the resident questionnaire back to Lucy Hughes with a view to retaining those items relating to community facilities.
 - g) That Cllr. D. Wilson amend the preliminary resident questionnaire in accordance with the discussion.
 - h) That Mr. C. Howlett draft a questionnaire for young people.
 - i) That Cllr. D. Wilson secure quotes for printing the initial questionnaires.
 - j) That Cllr. D. Wilson secure quotes for the provision of identification badges for use when delivering questionnaires to residents/businesses.
 - k) That the Clerk make venue bookings for future Neighbourhood Plan Steering Group meetings.
 - l) That all draft questionnaires be circulated to all members by 9th August, 2017 for review prior to the next meeting on 16th August, 2017.
 - m) That Cllr. K. Chaudhuri enquire whether the Scouts and Mums & Toddlers Group would be willing to engage with the Neighbourhood Plan process.
 - n) That Cllr. D. Wilson enquire whether the Cricket Club, Bowling Club, Chelford Parish Hall and Church would be interested to engage with the Neighbourhood Plan process.
 - o) That Cllr. D. Wilson seek an update regarding use of the Village Website for promoting the Neighbourhood Plan.
 - p) That Cllr. D. Wilson enquire whether the Village Website Facebook and Twitter accounts can be used to raise awareness of Neighbourhood Plan activities.

The meeting was closed by the Chairman at 9:10p.m.

Signed:

Approval Date: 16th August, 2017